

(Date)

(Name/Address)

Dear :

This is to inform you that your temporary position as (job title) in the () Department will expire at the end of your scheduled work day on (date). If you have been assigned any City equipment or supplies related to your job, you must turn them in to your supervisor at the end of that workday. Your last paycheck will be mailed to you unless you indicate that you will go to the () Office to pick it up.

If you have any questions about the terms of this termination, please contact me at (phone #).

Sincerely,

(Supervisor/Title)